

**VICTORIA COLLEGE
DEPUTY HEAD**

JOB DESCRIPTION AND PERSON SPECIFICATION

DEPARTMENT: Education

JOB TITLE: Deputy Head

REPORTS TO: Headmaster

Following the appointment of Mr Graeme Wright to the position of Headmaster of Altrincham Grammar School for Boys, we are seeking an outstanding individual for the role of Deputy Head at Victoria College, Jersey.

1. LEADERSHIP and MANAGEMENT

The Deputy Head will:

- Deputise for the Headmaster when required.
- Be the principle advisor to the Headmaster on all aspects of school leadership, as part of the Senior Leadership Team.
- Assist in the planning and implementation of the Schools' Five-Year Strategic Plan.
- Work closely with the Assistant Heads ensuring close co-operation and clear lines of communication with staff, parents, Governors, pupils and the wider community.
- Attend Governors' Board meetings (and relevant Governors' Sub-Committee meetings).
- Take charge of and ensure the smooth running of the school on a day-to-day basis with overall responsibility for all College events, including assemblies, church services and Prize Giving.
- Working closely with the Schools' Bursar, support the recruitment of teaching and non-teaching staff and assist the Headmaster in the appointment of staff.
- Assist in the appraisal of teaching and non-teaching staff.
- Attend and chair other school meetings, as appropriate.
- Monitor the effectiveness of the School Council and follow up any matters discussed.

2. OPERATIONS

- To produce and manage the annual Calendar of Events.
- To organise the beginning and end of term programmes.
- To take responsibility for a weekly newsletter to parents and co-ordinate the production and publication of all College publications, including Newsletters, The Victorian and College prospectus.

- To lead, manage and monitor the School's co-curricular programme, including the recruitment of staff to lead School activities. Ensure that the School's enrichment programme is balanced and challenging. Oversee the management of the School's Activities Week.
- To manage the School's Educational Visits Co-ordinator and oversee the management of the programme of expeditions, school trips and visits, in line with Education Department Policy.
- To oversee the staff cover system.
- To patrol the buildings and grounds during each lunchtime that the school is in session, managing the Duty Staff and Prefects to ensure a safe & healthy environment for students, ensuring that the published daily rotas are adhered to.
- To supervise the Homework Club on Mondays to Thursdays after school.
- To be responsible for the security of the site during out-of-school hours and liaising with the security forces as appropriate.

3. **COMPLIANCE**

- To have overall responsibility for all School policies and issues of compliance.
- To lead and manage the College through external and internal inspections and/or reviews.
- Ensure policies are in line with Education Department standards and present them to the Governing Body for annual review.
- Attend the Schools' Health & Safety Committee.
- Coordinate the Schools' Self-Evaluation process, working closely with the Head and Assistant Heads to ensure the school Strategic Plan translates the vision of the School into clearly defined aims and objectives.

4. **ACADEMIC**

- To teach in accordance with a limited timetable
- To attend all Academic Committee Meetings
- To attend all Heads of Department Meetings

5. **SAFEGUARDING AND BEHAVIOUR MANAGEMENT**

- To be the Deputy Safeguarding Lead
- To work closely with the Assistant Head Pastoral in ensuring the maintenance of high standards of behaviour, appearance, punctuality etc.
- Attend Pastoral Committee Meetings

6. RELATIONSHIPS

- Be responsible for fostering positive relationships across the school community.
- Interview prospective pupils and parents as required.
- To advise and assist the Governing Body as required in exercising its functions, including attending meetings and making reports.
- To help in maintaining and developing effective communication and links with parents and other stakeholders to provide positive responses to concerns and problems regarding their son's education and wellbeing. This includes the registration and management of complaints in accordance with the Complaints Policy.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments. Co-ordinate the transfer of information between feeder schools and other secondary schools, both on and off Island.
- To develop and maintain positive links and relationships with the local community, The Foundation, the Old Victorian Association, the PTA and local employers.

7. MANAGEMENT OF STAFF

- To contribute to good management practice by ensuring positive staff participation, effective communication and collaboration in all School events.
- To take a lead role in supporting the Senior Teacher – Professional Development in arrangements for the appraisal of the performance of teachers.
- To provide regular liaison with Victoria College Prep School's Headteacher and the Vice Principal of Jersey College for Girls to ensure curricular continuity, whole school planning, staffing and development.
- To be responsible for the monitoring, direction and the management of systems for covering absent colleagues.
- To be responsible for overseeing the Admissions process and co-ordination of the Schools' annual entrance examination, in conjunction with the Admissions Secretary.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none">• Excellent communication skills• Strong organisational and administrative skills• A good level of IT competency• Powers of diplomacy and persuasion• An excellent teacher• An ability to see tasks through from beginning to end• An eye for detail with good organisation• The ability to think strategically	
EDUCATION AND TRAINING	<ul style="list-style-type: none">• Educated to degree level• QTS• A record of continuous professional development	<ul style="list-style-type: none">• A higher level degree, preferably in leadership and/or management

PERSONAL QUALITIES	<ul style="list-style-type: none"> • The ability to meet deadlines • Energy, enthusiasm, reliability and integrity • Self-motivating • Capacity for hard work and handling difficult situations • A sense of humour • A team worker and team builder 	
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Experience of Senior or Middle Management responsibilities • Holistic view of education to encompass academic, pastoral and co-curricular elements • Involvement in, and support for, a co-curricular activities programme • Experience of managing change 	